Updates to NHSN for IRF Locations within Acute Care & Critical Access Facilities

NHSN version 6.6.1 allows users with inpatient rehabilitation units within acute care and critical access facilities to appropriately designate whether the unit is a separately licensed IRF. This applies only to those units who have an 'R' or 'T' in the 3rd position of their CMS Certification Number (CCN). It's important to note that rehab units within acute care and critical access facilities will have a different CCN than the acute care or critical access facility itself. Therefore, it is essential to double check the CCN with the billing/administrative departments at your facility prior to moving forward with location set-up.

The updated functionality within NHSN will allow users to designate specific rehab locations within the facility as separately licensed CMS units. In addition, users will be able to enter the rehab specific CCN, thus allowing the data to be appropriately sent to CMS to satisfy IRF PPS reporting requirements. Furthermore, upon indicating that the rehab unit is separately licensed, users will be prompted to fill out a brief section of the rehab specific annual survey in order to properly risk adjust the data.

The following instructions will demonstrate three different scenarios that could be applicable to your facility: A) users without a rehab location currently mapped within their NHSN facility, B) users that already have a rehab location mapped within their facility, or C) users that already have a rehab location mapped within their facility, but do not update it using NHSN's location manager before creating or editing a reporting plan.

Scenario A: Users without rehab locations currently mapped within their NHSN facility

Step 1: Adding the rehab location

- Go to the location manager screen by clicking on 'Facility' then 'Locations' on the left-hand navigation bar
- Enter the 'Your code' and 'Your label' values that will help you to identify the new rehab location among the other locations already mapped in your NHSN facility

- In the CDC Location Description drop down menu, select the appropriate rehab designation ('Inpatient Rehabilitation Ward' or 'Inpatient Pediatric Rehabilitation Ward')
- Upon selecting the appropriate rehab designation, the additional questions will appear as shown below
  - If you wish to designate this rehab location as an IRF unit you will select 'Yes' in response to 'Is this location a CMS IRF unit within a hospital?', and then you will be prompted to enter the IRF's CCN
    - It is very important to make sure you are correctly entering your CCN
    - In order to qualify as a CMS IRF rehab unit within an acute care or critical access facility, the CCN must have a 'R' or 'T' in the 3rd position
      - If the CCN does not have a 'R' or 'T' in the 3rd position but instead has the last four digits between 3025-3099, the IRF must be enrolled as a separate facility and NOT as a location within the acute care facility
  - After completing all of the questions, click 'Add' to add the location

- Upon clicking 'Add', you'll be prompted to complete a brief annual survey that is specific to this rehab unit
  - Click 'Okay' to view and print the survey

Locations

Reporting Plan
Patient
Event
Procedure
Summary Data
Import/Export
Auto CDA Sim
Analysis
Surveys
Users
Facility
 ▫ Customize Forms
 ▫ Facility Info
 ▫ Add/Edit Component
 ▫ Locations
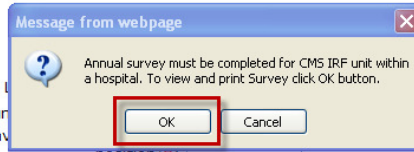 ▫ Surgeons
Group
Log Out

❓HELP *Instructions*

- To **Add** a record, fill in the form with the required fields and any desired optional values. Then click on the *Add* button.
- To **Find** a record, click on the *Find* button. One of more fields can be filled in to restrict the search to those values.
- To **Edit** a record, perform a *Find* on the desired record. Click on the desired record to fill in its values into the form and edit the values. To save the changes, click on the *Save* button.
- To **Delete** one or more records, perform a *Find* on the desired record(s). Check the corresponding box(es), then click on the *Delete* button.
- Press the **Clear** button to start over with a new form.

Mandatory fields to "Add" or "Edit" a record marked with *

Message from webpage ✖

❓ Annual survey must be completed for CMS IRF unit within a hospital. To view and print Survey click OK button.

[OK] [Cancel]

CDC L...   ...Ward ▼
Is this location a CMS IRF un...
If Yes, specify the IRF CCN (will hav...
position)*:
Status*: [Active ▼]
Bed Size*: [10]   A bed size greater than zero is required for most inpatient locations.

[Find]   [Save]   [Clear]

- Only answer the questions in the black Facility Details box shown below (no further answers are needed as they were provided on the annual acute care facility survey)
  - Be sure to use data from the **full calendar year of 2011 for this specific rehab location**
  - Round all numbers to the nearest whole number as decimals will not be accepted (i.e., average daily census)

Patient Safety Component—Annual Facility Survey for IRF

OMB No. 0920-0666
Exp. Date: 01-31-2015
www.cdc.gov/nhsn

| *required for saving | Tracking #: |
| *Facility ID: | *Survey Year: |

Facility Characteristics

*Ownership (check one):
☐ For profit   ☐ Not for profit, including church   ☐ Government   ☐ Veterans Affairs

*Affiliation (check one):   ☐ Independent   ☐ Multi-facility organization (specialty network)
☐ Hospital system   ☐ Managed care organization

*How would you describe your licensed inpatient rehabilitation facility? (check one)
☐ Free-standing   ☐ Healthcare facility based

Facility Details (CMS Licensed IRF Locations within hospitals fill out Facility Details section only)

In the previous calendar year, indicate: ☐ No CMS licensed IRF unit operational in this survey year
*Total number of beds: _____
*Average daily census: _____

*Number of patient days: _____
*Average length of stay: _____

*Indicate the number of admissions with the primary diagnosis for each of the following rehabilitation categories
(*must sum to the total number of admissions listed below*)
   a. Traumatic spinal cord dysfunction: _____
   b. Non-traumatic spinal cord dysfunction: _____
   c. Stroke: _____
   d. Brain dysfunction (non-traumatic or traumatic):   _____
   e. Other neurologic conditions (e.g. multiple sclerosis, Parkinson's disease, etc):   _____
   f. Orthopedic conditions (incl. fracture, joint replacement, other):   _____
   g. All other admissions: _____

*Total number of admissions: _____
   *Number of admissions on a ventilator: _____
   *Number of pediatric (≤ 18 years old) admissions: _____

Facility Surveillance Policies
*Number of trained or certified infection preventionists (IPs) in facility: _____

Step 2: Adding the rehab-specific survey

- In the left-hand navigation bar, click on 'Surveys' and then 'Add'
  - From survey type drop down menu select 'REHSRV-PS – Survey for CMS IRF Unit'
  - Select 2011 as the survey year
  - Answer the questions using 2011 data for the rehab unit only

- After entering all of the information click 'Save'
- You will then receive a confirmation message that the survey has been created successfully

Step 3: Add rehab location to reporting plan and begin reporting

- Add the rehab location to each month's reporting plan that you plan to do surveillance
  - Please note that only data from locations included in a month's reporting plan will be shared with CMS
- Enter all CAUTI events using the NHSN CAUTI criteria for each month of surveillance
- Enter summary data for urinary catheter days and patient days each month

Scenario B: Users that already have a rehab location mapped within their NHSN facility

Step 1: Updating the existing rehab location

- Go to the location manager screen by clicking on 'Facility' then 'Locations' on the left-hand navigation bar
- From the CDC Location Description drop down menu, select 'Inpatient Rehabilitation Ward' or 'Inpatient Pediatric Rehabilitation Ward' to find the rehab locations already mapped within your facility
    - Leaving all other fields blank, click the grey 'Find' button
- Scroll down the screen to see the Location table
    - You should see the rehab unit(s) that you have previously mapped
- Click on the underlined blue value in the 'Your Code' column as shown below
    - This will move the information for this location up to the blank fields above the location table

- If you wish to recognize this rehab location as an IRF unit, then change the response to 'Is this location a CMS IRF unit within a hospital' from 'No' to 'Yes'
- Enter the unit's CCN (see additional information regarding the CCN in Scenario A)
- Click the grey 'Save' button to save the new information for this location

NHSN Home
Reporting Plan
Patient
Event
Procedure
Summary Data
Import/Export
Auto CDA Sim
Analysis
Surveys
Users
Facility
 Customize Forms
 Facility Info
 Add/Edit Component
 Locations
 Surgeons
Group
Log Out

Logged into DHQP Memorial Annex (ID 10401) as ISA0.
Facility DHQP Memorial Annex (ID 10401) is following the PS component.

Locations

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- To **Edit** a record, perform a *Find* on the desired record. Click on the desired record to fill in its values into the form and edit the values. To save the changes, click on the *Save* button.
- To **Delete** one or more records, perform a *Find* on the desired record(s). Check the corresponding box(es), then click on the *Delete* button.
- Press the **Clear** button to start over with a new form.

Mandatory fields to "Add" or "Edit" a record marked with *

Your Code*:	4W
Your Label*:	REHAB
CDC Location Description*:	Inpatient Pediatric Rehabilitation Ward
Is this location a CMS IRF unit within a hospital?*:	Y - Yes ← **6**
If Yes, specify the IRF CCN (will have an R or T in the 3rd position)*:	28T003 ← **7**
Status*:	Active
Bed Size*:	10 A bed size greater than zero is required for most inpatient locations.

Find   Save **8**   Clear

- Upon clicking 'Save', you'll be prompted to complete a brief annual survey that is specific to this rehab unit
  - Click 'Okay' to view and print the survey
  - Only answer the questions in the black Facility Details box (no further answers are needed as they were provided on the annual acute care facility survey)
    - Be sure to use data from the **full calendar year of 2011 for this specific rehab location**
    - Round all numbers to the nearest whole number as decimals will not be accepted (i.e., average daily census)

NHSN
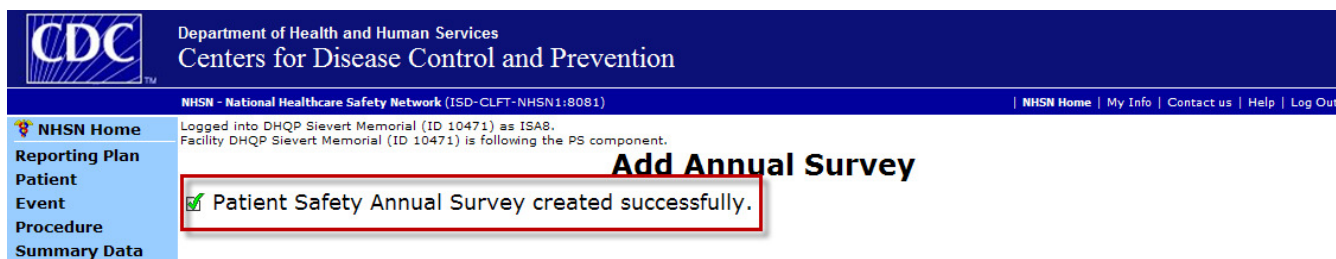National Healthcare
Safety Network

OMB No. 0920-0666
Exp. Date: 01-31-2015
www.cdc.gov/nhsn

Patient Safety Component—Annual Facility Survey for IRF

*required for saving	Tracking #:
*Facility ID:	*Survey Year:

Facility Characteristics

*Ownership (check one):

☐ For profit   ☐ Not for profit, including church   ☐ Government   ☐ Veterans Affairs

*Affiliation (check one):   ☐ Independent   ☐ Multi-facility organization (specialty network)
                              ☐ Hospital system   ☐ Managed care organization

*How would you describe your licensed inpatient rehabilitation facility? (check one)
                              ☐ Free-standing   ☐ Healthcare facility based

Facility Details (CMS Licensed IRF Locations within hospitals fill out Facility Details section only)

In the previous calendar year, indicate: ☐ No CMS licensed IRF unit operational in this survey year

*Total number of beds: _____

*Average daily census: _____

*Number of patient days: _____

*Average length of stay: _____

*Indicate the number of admissions with the primary diagnosis for each of the following rehabilitation categories
(*must sum to the total number of admissions listed below*)

    a. Traumatic spinal cord dysfunction: _____
    b. Non-traumatic spinal cord dysfunction: _____
    c. Stroke: _____
    d. Brain dysfunction (non-traumatic or traumatic):   _____
    e. Other neurologic conditions (e.g. multiple sclerosis, Parkinson's disease, etc):   _____
    f. Orthopedic conditions (incl. fracture, joint replacement, other):   _____
    g. All other admissions: _____

*Total number of admissions: _____
  *Number of admissions on a ventilator: _____
  *Number of pediatric (≤ 18 years old) admissions: _____

Facility Surveillance Policies

*Number of trained or certified infection preventionists (IPs) in facility: _____

Step 2: Adding the rehab-specific survey

- In the left-hand navigation bar, click on 'Surveys' and then 'Add'
  - From survey type drop down menu select 'REHSRV-PS – Survey for CMS IRF Unit'
  - Select 2011 as the survey year
  - Answer the questions using 2011 data for the rehab unit only
  - After entering all of the information click 'Save'
  - You will then receive a confirmation message that the survey has been created successfully

Step 3: Add rehab location to reporting plan and begin reporting

- Add the rehab location to each month's reporting plan that you plan to do surveillance
  - Please note that only data from locations included in a month's reporting plan will be shared with CMS
- Enter all CAUTI events using the NHSN CAUTI criteria for each month of surveillance
- Enter summary data for urinary catheter days and patient days each month

Scenario C: Users with rehab locations currently mapped (through the reporting plan)

Step 1: Adding a reporting plan

- Click on 'Reporting Plan' on the left-hand navigation bar
  - Click on 'Add' to add the plan for any given month
- If user adds an Inpatient Rehab Ward or Inpatient Pediatric Rehab Ward using the location drop-down menu under the Device-Associated Module, Antimicrobial Use Module, or MDRO/CDI Module:
  - A message will pop up explaining that the location must be updated in the location manager before being added to the plan
  - Clicking 'Ok' will take the user directly to the location manager screen to edit the rehab location
  - **NOTE: If user clicks 'OK' and is taken to the location manager screen, the plan has not been saved. The user must go back and re-enter the new plan with the updated rehab location.**
- If users clicks 'Copy from previous month' and an Inpatient Rehab Ward or Inpatient Pediatric Rehab Ward was copied over from the previous month under the Device-Associated Module, Antimicrobial Use Module, or MDRO/CDI Module:
  - After clicking 'Save' a message will pop up explaining that the location must be updated in the location manager before being added to the plan
  - Clicking 'Ok' will take the user directly to the location manager screen
  - **NOTE: If user clicks 'OK' and is taken to the location manager screen, the plan has not been saved. The user must go back and re-enter the new plan with the updated rehab location.**

Step 2: Updating the existing rehab location

- Use the drop down menu to select 'Yes' or 'No' for the question 'Is this location a CMS IRF unit within a hospital'
- Upon selecting 'Yes,' you will be prompted to enter the IRF's CCN
    - It is very important to make sure you are correctly entering your CCN

- o In order to qualify as a CMS IRF rehab unit within an acute care or critical access facility, the CCN must have a 'R' or 'T' in the 3rd position
    - If the CCN does not have a 'R' or 'T' in the 3rd position but instead has the last four digits between 3025-3099, the IRF must be enrolled as a separate facility and NOT as a location within the acute care facility
- Click the grey 'Save' button to save the new information for this location

- If you've selected 'Yes' and entered your CCN for your IRF, upon clicking 'Save', you'll be prompted to complete a brief annual survey that is specific to this rehab unit
    - o Click 'Okay' to view and print the survey

Locations

? HELP *Instructions*

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- To **Delete** one or more records, perform a *Find* on the desired record(s). Check the corresponding box(es), then click on the *Delete* button.
- Press the **Clear** button to start over with a new form.

Mandatory fields to "Add" or "Edit" a record marked with *

Message from webpage ☒

? Annual survey must be completed for CMS IRF unit within a hospital. To view and print Survey click OK button.

[OK] [Cancel]

CDC L...   ...Ward

Is this location a CMS IRF un...

If Yes, specify the IRF CCN (will hav...

position)*:

Status*: Active ▼

Bed Size*: 10   A bed size greater than zero is required for most inpatient locations.

[Find]   [Save]   [Clear]

o Only answer the questions in the black Facility Details box (no further answers are needed as they were provided on the annual acute care facility survey)

  ▪ Be sure to use data from the **full calendar year of 2011 for this specific rehab location**
  ▪ Round all numbers to the nearest whole number as decimals will not be accepted (i.e., average daily census)

Step 3: Adding the rehab-specific survey

- In the left-hand navigation bar, click on 'Surveys' and then 'Add'
    - From survey type drop down menu select 'REHSRV-PS – Survey for CMS IRF Unit'
    - Select 2011 as the survey year
    - Answer the questions using 2011 data for the rehab unit only

- o After entering all of the information click 'Save'
- o You will then receive a confirmation message that the survey has been created successfully

Step 4: Return to the reporting plan

- Add the rehab location to each month's reporting plan that you plan to do surveillance
  - o Please note that only data from locations included in a month's reporting plan will be shared with CMS
- Enter all CAUTI events using the NHSN CAUTI criteria for each month of surveillance
- Enter summary data for urinary catheter days and patient days each month